



With Catholic faith as our compass, we are learners for life.

11 Fisher Avenue, Beckenham, Christchurch 8023
 Phone: 332-7598 Email: office@saintpeters.school.nz
 Website: www.saintpeters.school.nz

Minutes of the Meeting of the Board of Trustees
 Tuesday 16 March 2021
 At 6.00pm held in the school staffroom

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| Present | Paul Hulse, Jo Casey, Paul Arthurs, Therese Fisher, John Fenton, Amanda Boyle, Maire Bowler (Acting Principal), Tracey Burgess |
| Minute Recorder | Kay Addei |
| 1. Welcome | Paul H welcomed everyone Notified voice recording of all minutes for clarification of detail. |
| 2. Prayer | Jo led us in prayer and the creed was read. |
| 3. Declarations | Declarations of conflicts of interest - Nil |
| 4. Apologies | Nil |
| 5. Minutes of previous meeting | <p>MOTION –Moved from the Chair: That the minutes of the Board of Trustees meeting held on the 16 February 2021 are received and be accepted as a true and correct record of that meeting and placed on file Matters arising: Nil All in favour seconder: Maire - Against nil - Carried</p> <p>MOTION –Moved from the Chair: That the 'in-committee' minutes of the Board of Trustees minutes held on the 16 February 2021 are received and be accepted as a true and correct record of that meeting and placed on file. Matters arising: Nil All in favour seconder: John - Against nil - Carried</p> |
| 6. Learning | <p>reports tabled as read :</p> <p><u>New Google drop box for Board of Trustees</u> - some BoT members had difficulty with getting on to the board account drop for documents.</p> <p><u>School Roll update</u> - School roll predicted previously has altered again - the roll is now anticipated to be 160 at the end of the year. We may go slightly over the roll 165 level if we recruit more children now.</p> <p><u>FTTE 0.4 available</u> - We have a .4 unallocated (of the 8.8 FTTE) at the moment and are looking at the possibilities of recruiting another part time Teacher to assist in the year 3-4 group.</p> <p><u>'The Better Beckenham Project'</u></p> <ul style="list-style-type: none"> - We received feedback form a Beckenham Street neighbour who lives opposite our school regarding the road reconfiguration as outlined by the project committee. - They had no idea of the proposed changes and only learned of this as it was advertised in the Beckenham News. - She along with other neighbours who had not been included in the consultation process have written to the community board to express their concerns regarding the lack of effective consultation of the residents on Beckenham Street who will be adversely effected by this road layout. - As this has been addressed to the community board we will await the outcome of this. |

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| | <p><u>Strategic Plan</u> - strategic plan and annual plan presented and comparison to the previous plan discussed. - Marie spoke to the plans in each classroom for target children in reading, writing and mathematics. This all links back to the annual plans.</p> <p>MOVED by the Acting Principal: The Strategic plan and Annual plan presented to the Board be received and approved. Seconder: Paul H. All in favour Against nil</p> <p><u>Emergency Drills</u> - Term 1 2021 emergency fire drill taking place tomorrow.</p> <p>Maire moved: That the Principal's report is accepted. Seconder: Paul H All in favour Against nil – Carried</p> <p><u>Delegated Authority</u> MOTION by the Acting Principal: That the Principal's delegated authority will move to Tracey Burgess in the event of Maire Bowler being unavailable.</p> |
| <p>7. Financials</p> | <p>Reports taken as read:</p> <p>In Charles' absence Paul H overviewed the November 2020 report.</p> <p>MOTION by the Chair: That the financial commentary report supplied by Solutions and Services for November 2020 be accepted and held on file and that the total payments for November are \$44845.05 (incl. payroll) are approved. Seconded: John. All in favour Against nil – Carried</p> <p>Discussion matters:</p> <p>Deferred until May meeting: The financial commentary report supplied by Solutions and Services for January/February 2021 be deferred.</p> |
| <p>8. Catholic Education Office - Aspiring Leaders</p> | <p>Tracey asked that she is seeking support from the board to attend the Catholic Conference in which she will need a reliever to cover for 3 days. The board agreed that Tracey could attend and she will provide an update report to the board on her return.</p> |
| <p>9. In-committee</p> | <p>Maire requested we move to in-committee @6.50pm Moved out of in-committee @6.52pm Reply to this will be done by Maire signed by Paul</p> |
| <p>10. Communications</p> | <p>Uniform update in newsletter.</p> |
| <p>11. Health and Safety</p> | <ul style="list-style-type: none"> - walk around completed, playground needs cyclical check being done by caretaker. - Concrete – Uneven and holes being looked into by Paul A - accident incident report verbally given and most reported are based on typical child play. Hard copy of this report will follow. |
| <p>12. Property</p> | <p><u>Therese and Paul A went to Mike Nolan 15-3-2021 to discuss the pending funds.</u> - money is not available until term 3 2021 - WSP are going to be involved for concept plans. - PTA involvement in fundraising will be encouraged after concept plans.</p> <p><u>Trees on grounds have not been checked and shaped for 6 years</u> - 2 quotes received from arborist's Beaver Trees \$4117.00 AtyourRequest - property Maintenance. \$ 2370.00 - Another company came and viewed but have not supplied quote - Board members suggested to obtain a Tree tech quote Paul H will contact and discuss as he knows someone. Kay will book.</p> |

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| <p>13. External Financial Audit recommendations</p> | <p><u>External Audit Plan for the year ended 31 December 2020</u> Emerging issue outlined: ‘We note that the day-to-day functions related to the invoicing, collection, recording and banking of student related monies are solely under the control of your office manager’</p> <p><u>Auditor Suggestion:</u> “...undertaking periodic spot-checking of cash banking batches. This is a way of including a second person into the function.</p> <p><u>Response to external audit:</u> Kay has already instigated this with Marie recounting and checking cash handling. Kay’s preference is that cash handling is kept to a minimal amount and her preference for all student related costs to be included on student accounts. Fundraisers such as Mission Day should be one of the few times each year requiring cash handling.</p> <p>MOTION from the Chair: That the board agreed to nominate Charles or the Board chair to quarterly spot check the financial records.</p> |
| <p>14. Correspondence Secretary's Report</p> | <p>No report this month Ex pupil: Gabriella Ogg at Marion College has done extremely well in the 2020 year in NCEA. The board will email a response to congratulate her.</p> |
| <p>15. PTA</p> | <p><u>PTA update from Therese:</u></p> <ul style="list-style-type: none"> - 2020 PTA chair stood down and currently no one has volunteered for this position in 2021. - As a member of the PTA Therese has offered to be the chair if there are no other PTA members volunteering for the role. - She would like to know from the Board if this would work as long as this is not a conflict of interest with her board role. <ul style="list-style-type: none"> - Marie contacted STA to seek advice and they informed that it is not illegal, but not best practice. - The board supports the process of finding a PTA chair and will assist in advertising for this person and would rather it not be Therese permanently. |
| <p>16. In-committee discussion</p> | <p>The appointment subcommittee would meet now to discuss business. Tracey asked that Staff representation be on the appointment committee and she has asked if she could be included on this committee. The board to discuss and advise.</p> <p>No minute taking required in this subcommittee meeting.</p> <p>Maire, Tracey and Kay left the meeting.</p> <p>Moved to ‘in-committee’ at 7.30</p> |
| <p>17. Meeting Schedule</p> | <p>NEXT MEETING: for 2021 Term 2: Week 3 Tue 18 May & Week 7 Tue 15 June Term 3: Week 3 Tue 10 Aug & Week 7 Tue 7 Sept Term 4: Week 2 Tue 26 Oct & Week 7 Tue 30 Nov</p> |
| <p>Meeting Closed</p> | <p>Meeting closed 7.35pm</p> |
| | <p>The Minutes were confirmed as a true and correct record.</p> <p>Signed: _____ Date: _____</p> <p>Chairperson Board of Trustees</p> |